

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
DECEMBER 20, 2000

ATTENDEES:	Bill Perkins, Chair	Dennis Bax	Karen Boeger
	Vic Buechter	Carolyn Cook	Tim Dwyer
	Jeff Falter	Jan Grecian	Jill Hansen
	Ritchie Jenkins	RJ Lodge	Gary Lyndaker
	Carl L. Medley, II	Sheri Morice	Bob Ordway
	Rex Peterson	Jim Poole	Jearl Reagan
	Dave Schulte	Jim Schutt	Tom Stokes
	Gail Wekenborg	Debbie Wells	Ron Welschmeyer
	Tony Wening	Gerry Wethington	Chris Wilkerson
	Mary Willingham	Lanny Wingate	Paul Wright

Bill Perkins opened the meeting at 8:30 a.m. He asked that anyone that would like to volunteer to present a profile of their agency should contact Ron Welschmeyer or Sheri Morice to get on the agenda for an upcoming meeting.

PRESENTATION

1. Assistive Technology Update

Bill Perkins noted that this presentation has been postponed until early next year to allow Diane Golden adequate time to more thoroughly review the websites, the next steps, shortcomings and progress that has been made.

AGENCY PROFILE

1. Department of Conservation IT Update

Jim Poole gave a presentation on the accomplishments of the Department of Conservation's IT department since its inception in 1996. He included the program that successfully decreased their IT staff turnover rate. He also listed some challenges they will address in FY01.

ACTION ITEMS

1. Approval of the November 29, 2000, Information Technology Advisory Board Meeting Minutes

Bill Perkins asked if there were any changes, additions or deletions; one acronym correction was noted for WSCA. The minutes of the November 29, 2000, meeting were approved with the noted change.

GENERAL BUSINESS

1. CIO Update

Gerry Wethington stated that Jan Grecian is currently compiling the state of the state report. Agencies who have not submitted their input should do so ASAP. Currently, the document is approximately 60 pages long. The liaison program discussed previously is now underway. Several agencies should have received correspondence from their liaison requesting time to be set aside in January to meet with the OIT staff members. This will allow the OIT staff to understand the strategies and priorities of each agency. It will also provide the agencies with an opportunity to voice their concerns and accomplishments. He has grouped the agencies in the following categories: (1) education and elected officials, (2) public safety and justice, (3) administrative, regulatory and tourism, and (4) large agencies. Each group will be asked to select a representative to serve on an oversight body for architecture. Gerry also distributed the draft of the IT calendar as was proposed at the offsite meeting on October 4th. If you have any updates for the calendar

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of meetings that impact other agencies, please forward the necessary information to Mary Luebbert for inclusion on the calendar.

2. E-Government Committee Update

Gerry Wethington reported that a meeting has been held with an individual from IBM to discuss architecture management. The session was very effective and good results have been received. Another half-day meeting is scheduled for January 4th. Gerry hopes to have the methodology for the architecture domains completed and ready for review by ITAB by the end of January. The representative of the working groups should submit their products for review and approval by the oversight body. Buy-in will then need to be obtained from the business community. For this group, Gerry suggested having representatives from ITAB, department or deputy directors, the deputy commissioner from the commissioner's office, a liaison from governor's office, house/senate appropriations, and budget office. Once the new administration has settled, he would like to discuss with the chief of staff and new commissioner. Gerry asked for the group's agreement to solicit buy-in from business communities. They agreed that the architecture process must include an education process for the business community. Bob Ordway noted the benefits of architecture must be explained to the executive management as part of the education process. Gerry noted the risk assessment meetings are concluded. The information must now be compiled and submit the risk assessment with the decision item. He has met with Marty Drewel of the State Appropriation Office and will meet with Steve Price, Director of House Appropriations, tomorrow on E-Government. Marty has offered to have a separate appropriation hearing for E-Government. OIT will be working on developing the material for presenting at that hearing. He will be meeting with a firm that will assist with developing a marketing program for the E-Government project within state government. Committees will be created to discuss being creating committees to discuss the infrastructure and B2B pieces.

3. Performance Measures Update

Bill Perkins reported that this group is scheduled to meet this afternoon at 1:30 in the OIT Conference Room. They plan to finalize the data sheets today. Phase 1 will involve getting the data sets together and phase 2 would be to develop an algorithm on business values. They still plan to present their first recommendation at the January ITAB Meeting.

4. Project Management Update

Tom Stokes reported the new contract for Project Management has been awarded to Springer Consulting Group. He has a meeting set for January 3rd with Tom Robbins to develop a plan for future training at MOTEC. He is currently working with Boston University to schedule a two-day course for anyone that needs a Project Management class to complete their certification. This course would be a review of all areas covered during the entire course and would allow individuals who missed courses during the program to be certified. As the contract with Boston University expires March 22, the course would be scheduled prior to that date. In addition, the new contract contains a clause, which would require the new vendor to recognize courses attended from the prior vendor. Another class of 19 Project Management students graduated recently.

5. SAM II Update

Jim Schutt stated there was no update for this item.

6. SAM II Reporting Update

There was no update for this item.

7. Architectural Standards Update

This item was covered under the E-Government Committee Update.

8. Prime Vendor Update

Carl Medley stated that last Oversight Committee meeting was canceled due to bad weather. They are still working with GE Capital to close out that contract. Any agencies with open issues on that contract should let him know of any problems. He also noted that, due to the importance of business relationships, he would be happy to facilitate any meetings between agencies and vendors.

9. Internet/MOREnet Update

Tony Wening reported that the connections between the state network and MOREnet will be upgraded from 30 to 50 MB this week. This should provide plenty of bandwidth for tax season.

10. Internet Support and Service Update

There was no update on this item.

11. Statewide Purchasing Update (Karen Boeger)

Karen Boeger provided updated project logs and statewide contracts.

12. Personnel Committee

a. CIT Manager

Ron Welschmeyer distributed a handout addressing the proposed revision to the CIT Manager position. Dependent on job duties and level of responsibility, an employee may fit into either the technical or supervisory position. The CITS III would be comparable to the Manager I. When advertising for the position, an agency can specify which category you will choose. This change was intended to provide consistency and consolidation with this series. Concerns were expressed with this consolidation. Chris Wilkerson suggested the cover memo be reworded to reinforce the flexibility of the positions. The group also expressed its disapproval of the inclusion of the GIS, SAS, etc. in this level of position. Ron requested all comments be emailed to him and he will take them back to the Personnel Committee for review. Gerry suggested the committee review the correspondence originally submitted on this subject to OA to ensure the request is being fulfilled.

ACTION REQUIRED: Agencies to email their comments and concerns on the changes to the CIT Manager position to Ron Welschmeyer.

13. MOTEC Update

Bill Perkins stated the December MOTEC meeting was canceled. Their presentation on the rate structure changes for FY 2001 will be presented at the February ITAB meeting.

14. Security Committee Update

Rex Peterson stated a meeting was not held in December. Gerry asked him to ask the security group if they would consider taking the security domain and producing the domain definitions for security during the February/March timeframe. Rex will check with the committee and report back to Gerry.

ACTION REQUIRED: Rex Peterson to let Gerry know if the Security Committee will agree to producing domain definitions for security during February/March.

15. State Data Center Steering Committee Update

Gail reported that the DIS section of the Office of Administration was charged with writing the technical specifications to replace the network equipment and ATM contracts that expire in June. SDC will be taking the lead on this but they need volunteers from the agencies to assist them. The agencies were asked to email any names of volunteers to Gail. The meeting is to be scheduled for sometime in January. Once the draft is completed, it will be submitted for review. This group is looking at contracts on network and equipment.

ACTION REQUIRED: Agencies to forward to Gail Wekenborg the names of volunteers to serve on the committee that will be writing the technical specifications for the new network and ATM contracts.

16. HIPAA Update

Gary Lyndaker stated he has scheduled a meeting for January. Anyone who would like to participate can email Gary and he will forward the specifics of the meeting. He has received contacts from seven or eight individuals who are interested in participating in the committee. HIPAA has the potential to have the same impact as Y2K on the health fields.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned or active bids reported.

OPEN DISCUSSION

1. Gerry Wethington noted that succession/leadership planning was an area of interest discussed at the offsite meeting, which Betty Rottmann had planned to lead. Since Betty has left state government, Gerry asked Jim Poole to lead this group; Jim agreed to do so.
2. Bill Perkins reminded everyone that any agenda items for the next meeting should be emailed to Ron Welschmeyer or Sheri Morice.
3. Mary Willingham stated that a Lotus Notes Concerns meeting was scheduled for 1:00 this afternoon in the Interpretive Center. One item of concern is a letter some agencies have received offering a renewal contract for two years at a reduced price if the contract is signed by December 29. Some agencies will be waiting until after this meeting to decide whether or not to sign. It was suggested that any decision on a commitment to Lotus should be deferred to Carl Medley for handling.

REVIEW OF ACTION ITEMS

1. Agencies to email their comments and concerns on the changes to the CIT Manager position to Ron Welschmeyer.
2. Rex Peterson to let Gerry know if the Security Committee will agree to producing domain definitions for security during February/March.
3. Agencies to forward to Gail Wekenborg the names of volunteers to serve on the committee that will be writing the technical specifications for the new network and ATM contracts.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, January 31, 2001**, at 8:30 a.m. at the Interpretive Center of the Kirkpatrick State Information Center.

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BP/cc